

Filing of Initial Case Documents

Shell Case

Initial filings for new civil cases are filed by the attorney into a shell case. The case number is 3:YY-AV-99999 (where YY is the 2-digit current year and AV denotes a civil case).

The complaint or notice of removal will be the main document. The summons, civil cover sheet, and LR 26.01 interrogatories, if applicable, must be submitted as attachments to the main document.

Note: In a removal from state court, all documents previously filed in the state court must be scanned and filed as attachments to the removal papers.

During the filing, the filing fee must be paid through pay.gov or the filing must include a motion for *In Forma Pauperis*.

The Pay.gov module in CM/ECF provides the ability for attorneys to:

- pay filing fees by credit card or electronic check over the Internet
- review their Internet transaction payment history

See <http://www.scd.uscourts.gov/paydotgov/index.asp> for more information.

Once all documents are filed in the shell case, the clerk's office will assign a case number and open the case.

Case Assignment

The clerk's office will assign a civil action number, assign a judge, and open the new case in ECF. NEF's will be generated to attorneys for all parties and will include the filed date, case number, and judge assignment.

After receipt of the NEF, all subsequent filings in the case must be entered under the new case number.

Issuance of Summons

The summons will be issued by the clerk and filed into ECF. Upon receipt of the NEF, attorneys must print the summons for service.